

Re:

Dear Respite Provider

This letter is to clarify your contract responsibilities when billing the Division of Developmental Disabilities (DDD) for respite care services.

Respite care is defined as intermittent relief for the primary caregiver. While respite care may be provided in the client's home, the home of a licensed provider, or in the community, DDD is paying for the care of the individual. DDD cannot pay for any fees associated with the respite care: membership fee at a recreational facility, insurance fees, etc.

If you are an agency providing community based respite care for a "fee" rather than an hourly rate, DDD will divide your cost by the contracted hourly rate to calculate the number of respite hours to authorize for payment.

- In some cases, this calculation will result in fewer hours authorized than you provide but it will equal your fee.

Example: Fee = \$90.00 for 1 week of summer camp
Respite contracted rate = \$15.89/hour
DDD authorization = $\$15.98 \times 6 \text{ hours} = \95.34

- You must provide all of the hours you bill for.

Example: The individual is contracted for services as described in the first example but attends only 4 hours. The agency can only bill for $4 \text{ hours} \times \$15.89 = \63.56 .

If you bill and receive payment for more hours than actually provided, you are in violation of your contract.

If DDD has been authorizing your services incorrectly, you may receive a call from your case/resource manager about correcting the payment authorizations.

If you have questions, please call _____ at _____.

Thank you.